

TIME AND ACTIVITY REPORT FOR FEDERALLY FUNDED BUILDING PARENT REPRESENTATIVE STAFF
2018-2019 Monthly Reporting Log

Employee: Allison Daub Certification Period: Jan 1 2019 to Jan 31 2019 Position: Library_School: MSP

| Date | Description of Duties Performed | Relationship to Title One Tasks | Time/ # of Hours |
|--------|--|---|------------------------|
| 1/6/19 | Title 1 flyer for January 24, 2019 workshop with Mr. Chapman Remind parent phone call lists organization | <input type="checkbox"/> PTO Support <input checked="" type="checkbox"/> Title One Planning & Records Tasks <input type="checkbox"/> Title One Parent Education/ Workshop related activities <input type="checkbox"/> Student Intervention tasks <input type="checkbox"/> Other _____ | 4-5:30 PM 1.5 hours |
| 1/11 | Organizing title 1 workshops paperwork and approvals preparing for 1/15 board meeting | <input type="checkbox"/> PTO Support <input checked="" type="checkbox"/> Title One Planning & Records Tasks <input type="checkbox"/> Title One Parent Education/ Workshop related activities <input type="checkbox"/> Student Intervention tasks <input type="checkbox"/> Other _____ | 3-4 PM 1 hour |
| 1/13 | Organizing pto minutes and agenda for 1/15 pto meeting conversations with PTO president | <input checked="" type="checkbox"/> PTO Support <input type="checkbox"/> Title One Planning & Records Tasks <input type="checkbox"/> Title One Parent Education/ Workshop related activities <input type="checkbox"/> Student Intervention tasks <input type="checkbox"/> Other _____ | 9-10 am 1 hour |
| 1/15 | Coordinating title 1 workshops with pto conversations and emails with pto president | title 1 planning pto support | 3-4:30 pm 1.5 hours |
| 1/20 | Work on board approvals for rearranging title 1 workshops based on board meeting schedule | <input type="checkbox"/> PTO Support <input checked="" type="checkbox"/> Title One Planning & Records Tasks <input type="checkbox"/> Title One Parent Education/ Workshop related activities <input type="checkbox"/> Student Intervention tasks <input type="checkbox"/> Other _____ | 12-1 PM 1 hour |
| 1/22 | Finalizing a title 1 schedule including board approval dates to be used moving forward for robocalls, catering, and district web page listings | title 1 planning and records | 4:30-5 .5 hour |

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| <p>1/24</p> | <p>Organizing paperwork for title 1 workshops in 2019 msp</p> <p>Reschedule of spring parent events</p> <p>paperwork for board approvals for PTO Presidents for 4/13 Aquarium bus trip and 5/24 PTO Multicultural Celebration</p> <p>Conversations about PTO dress down day already board approved for 2/22/19</p> | <p>PTO support</p> <p>3-4 pm 1 hour</p> |
| <p>1/26</p> | <p>Conversations with PTO Presidents about PTO activities and Feb. events</p> | <p>PTO support</p> <p>title 1 planning</p> <p>10-11 am 1 hour</p> |

I certify that I have performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.



Employee Signature

Date

I certify that the above employee performed work consistent with the attached schedule during the Certification period.



Administrator's Signature

Date